

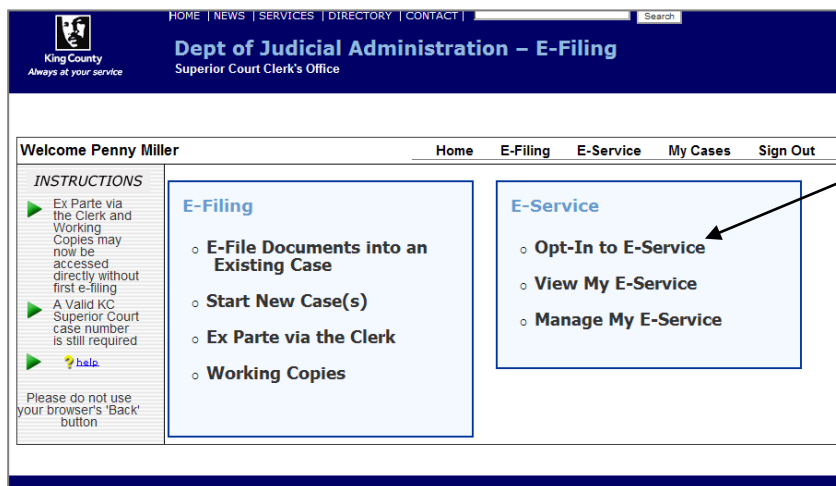
How to Electronically Serve E-Filed & Uploaded Documents Utilizing the eFiling Application

The King County Superior Court's E-Filing application's eService component is one method available to e-filers to effect electronic service of documents that have been e-filed with the King County Superior Clerk.

- E-Service is authorized pursuant to [GR 30.2 \(d\)](#), which states "Parties may electronically serve documents on other parties of record only by agreement."
- Documents e-filed with the KCSC Clerk's Office are **not automatically** provided to the court or served on other case participants (unlike the federal application)
- eService is available on a per case basis and you must be a party to the case, per terms and conditions
- The eService component of the eFiling Application may be used anytime – it is not restricted by the Clerk's Office business hours
- The Clerk's Office does not monitor the eService component; the feature is provided as a customer service tool
- There is no cost for use of this eService component of the eFiling Application

Opt-in to Accept Electronic Service

'Opt-In to E-Service' is the set-up process that enables you to receive electronic service of e-filed documents through the eFiling Application.



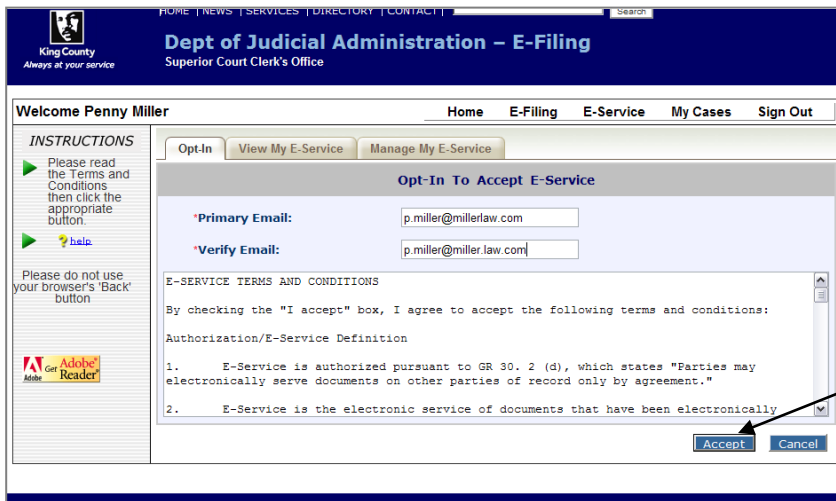
Choose E-Service Process

- From the 'Home' page, choose 'Opt-In to E-Service'

How to Electronically Serve E-Filed & Uploaded Documents Utilizing the eFiling Application

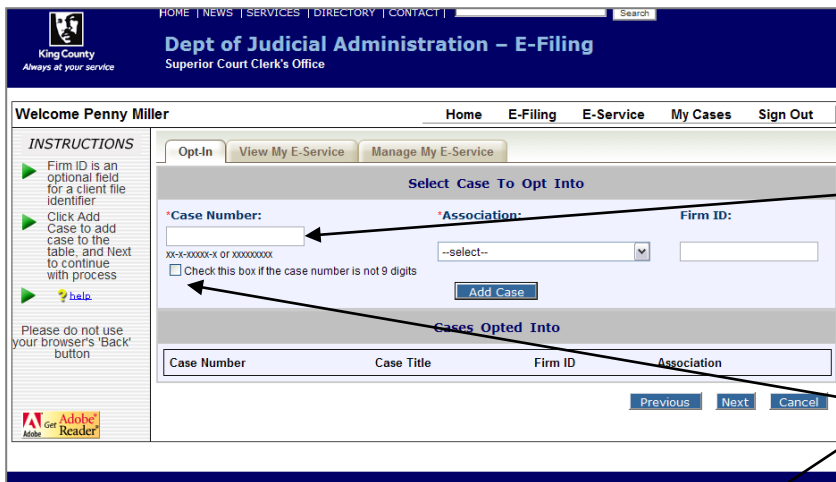
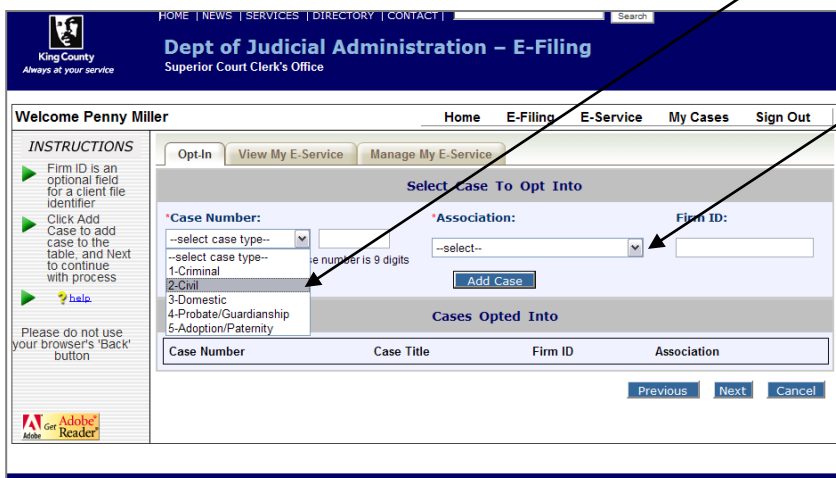
eService Terms and Conditions

- Enter your '**Primary E-Mail**' address and '**Verify E-Mail**' to ensure accuracy of address entered (NOTE: the name on the user account will be reflected as the party opting to accept electronic service)
- Carefully read the '**E-Service Terms and Conditions**' prior to clicking '**Accept**' to continue



Identify Case to Opt Into

- Enter the 9 digit case number for which you agree to accept E-Service;
Or, check the box if the case number is not 9 digits, select the case type from the list provided, and enter the case number after the dash (e.g., 4-G1234: enter only G1234)
- Choose an '**Association**' from the drop-down list (i.e., the description of your role in the case)
- The '**Firm ID**' field is optional; enter your client's file identifier or case management system code

How to Electronically Serve E-Filed & Uploaded Documents Utilizing the eFiling Application



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Dept of Judicial Administration – E-Filing
Superior Court Clerk's Office

Welcome Penny Miller Home E-Filing E-Service My Cases Sign Out

INSTRUCTIONS

- Firm ID is an optional field for a client file identifier
- Click Add Case to add case to the table, and Next to continue with process
- help

Please do not use your browser's 'Back' button

Adobe Get Adobe Reader

Opt-In View My E-Service Manage My E-Service

Select Case To Opt Into

*Case Number: 102001271
xx-xx-xxxxxx-x or xxxxxxxxxx

*Association: Attorney for Petitioner/Plaintiff

Firm ID: DORES-612011

☐ Check this box if the case number is not 9 digits

Add Case

Cases Opted Into

Case Number	Case Title	Firm ID	Association
Previous Next Cancel			

Identify Case(s) for Opt-In Continued

- Click 'Add Case'
- If you wish to opt into multiple cases, enter a new case number and continue the steps above
- Click 'Next' to continue



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Superior Court Clerk's Office

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INSTRUCTIONS

- Courtesy Copy Recipients are associated individuals (e.g., clients or co-workers) designated by you to receive copies of documents served on you.
- help

Please do not use your browser's 'Back' button

Adobe Get Adobe Reader

Opt-In View My E-Service Manage My E-Service

Add Courtesy Copy Recipient

Description: Associate

Email: Janet@millerlaw.com Confirm Email: Janet@millerlaw.com

Add Courtesy Copy Recipient Cancel

Add Courtesy Copy Recipient(s)

Case Number	Case Title	Courtesy Copy Recipient(s)									
10-2-00127-1	Sally Dore vs Underwater Diving School	<table border="1"> <thead> <tr> <th>Description</th> <th>Email</th> <th></th> </tr> </thead> <tbody> <tr> <td>Legal Assistant</td> <td>Joseph@millerlaw.com</td> <td>Delete</td> </tr> <tr> <td>Firm Service</td> <td>eService@millerlaw.com</td> <td>Delete</td> </tr> </tbody> </table>	Description	Email		Legal Assistant	Joseph@millerlaw.com	Delete	Firm Service	eService@millerlaw.com	Delete
Description	Email										
Legal Assistant	Joseph@millerlaw.com	Delete									
Firm Service	eService@millerlaw.com	Delete									

Add Courtesy Copy Recipient

Previous Finish Cancel

Add Courtesy Copy Recipient(s)

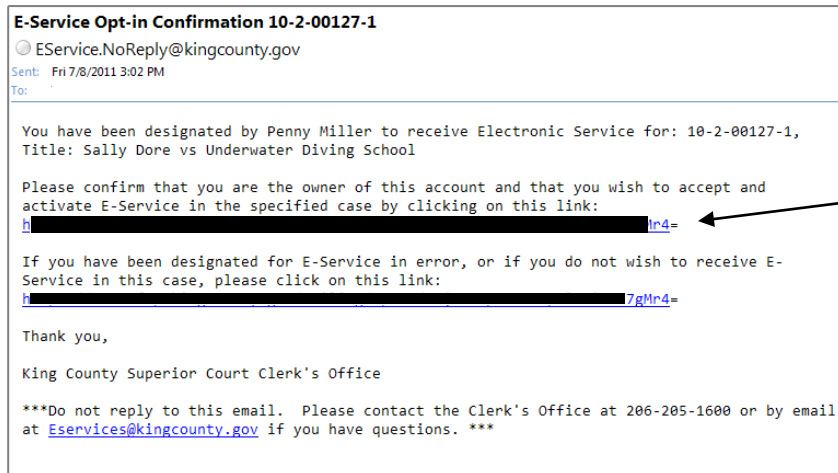
- Enter a 'Description' of your first courtesy copy recipient (i.e., a person or location to also receive service via a 'blind copy' for any service e-mails received on the identified case)
- Enter the e-mail address and repeat to confirm the address is correct
- Click 'Add Courtesy Copy Recipient'
- Repeat process to enter up to four additional courtesy copy recipients or click 'Finish' to continue

How to Electronically Serve E-Filed & Uploaded Documents Utilizing the eFiling Application



eService Confirmation Receipt

- Review the eService Opt-in Confirmation Receipt information for accuracy. If a case was entered in error or you wish to receive E-Service for a temporary period of time, you may easily 'opt-out' of the case through the '**Manage My E-Service**' tab
- NOTE: The Opt-in process is not complete until confirmation action is taken via the e-mail message automatically received



eService Opt-in Confirmation

- To complete the eService Opt-in process, click the '**accept and activate E-Service**' link provided in the e-mail automatically sent to the address(es) provided, including courtesy copy recipients
- If the case number and title are incorrect or an error was made in the opt-in process, click the second link



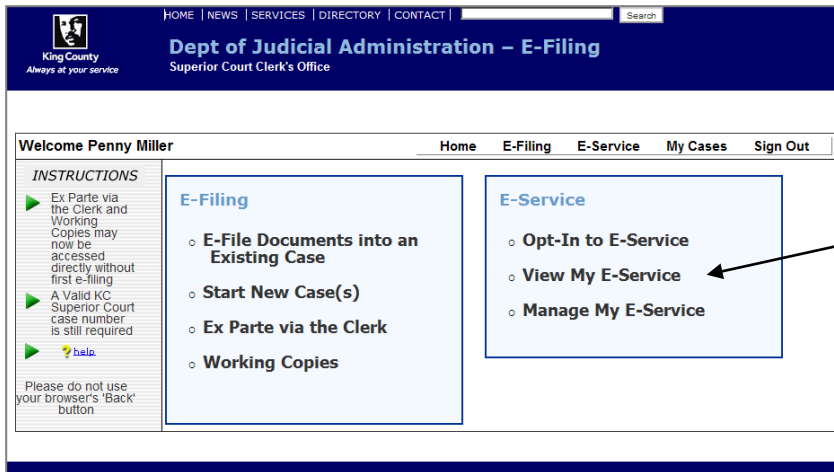
eService Opt-in Confirmation

- Upon clicking the '**accept and activate E-Service**' link, you will receive notice that you have successfully signed up for eService
- The first and last name identified on your user account information will now display as agreeing to accept eService for the case listed.

How to Electronically Serve E-Filed & Uploaded Documents Utilizing the eFiling Application

View My E-Service

'View My E-Service' is the process enables you to view the names and association of persons that have successfully opted in to accept e-service of e-filed documents on a particular case, and to view the case(s) you have previously opted in to accept e-service.



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Dept of Judicial Administration – E-Filing
Superior Court Clerk's Office

Welcome Penny Miller Home E-Filing E-Service My Cases Sign Out

INSTRUCTIONS

- Ex Parte via the Clerk and Working Copies may now be accessed directly without first e-filing
- A Valid KC Superior Court case number is still required
- help

Please do not use your browser's 'Back' button

E-Filing

- E-File Documents into an Existing Case
- Start New Case(s)
- Ex Parte via the Clerk
- Working Copies

E-Service

- Opt-In to E-Service
- View My E-Service
- Manage My E-Service

Choose E-Service Process

- From the 'Home' page choose 'View My E-Service'



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INSTRUCTIONS

- Enter case number to view opted in persons
- help

Please do not use your browser's 'Back' button

Opt-In View My E-Service Manage My E-Service

View E-Service Recipients

Case Number: 102000402
xx-x-xxxxx-x or xxxxxxxxx
☐ Check this box if the case number is not 9 digits
Search

Case Title: Patterson Contract vs Joe Public

E-Service recipient(s)

Name	Association
Amy Ebersole	Trustee

Opt-In to this Case

My E-Service Case(s)

Case Number	Case Title	Status	Courtesy Copy Recipients								
09-2-41460-2	Lakeside Bowling vs Oak Flooring Co	Accepted E-Service	<table border="1"> <thead> <tr> <th>Description</th> <th>Email</th> </tr> </thead> <tbody> <tr> <td>Paralegal</td> <td>jsmith@law.com</td> </tr> </tbody> </table>	Description	Email	Paralegal	jsmith@law.com				
Description	Email										
Paralegal	jsmith@law.com										
10-2-00124-7	Big Bear Pub vs Budweiser Corp	Accepted E-Service									
10-2-00127-1	Sally Dore vs Underwater Diving School	Accepted E-Service	<table border="1"> <thead> <tr> <th>Description</th> <th>Email</th> </tr> </thead> <tbody> <tr> <td>Legal Assistant</td> <td>Joseph@millerlaw.com</td> </tr> <tr> <td>Firm Service</td> <td>eService@millerlaw.com</td> </tr> <tr> <td>Associate</td> <td>Janet@millerlaw.com</td> </tr> </tbody> </table>	Description	Email	Legal Assistant	Joseph@millerlaw.com	Firm Service	eService@millerlaw.com	Associate	Janet@millerlaw.com
Description	Email										
Legal Assistant	Joseph@millerlaw.com										
Firm Service	eService@millerlaw.com										
Associate	Janet@millerlaw.com										

View E-Service Recipients

- To view names of those who have opted in to accept E-Service for a particular case, enter the case number in the box provided and click 'Search'
- You may search on any King County Superior Court Case initiated on or after January 1, 2000
- Click 'Opt-In to this Case' button to go directly to step one in the 'Opt-In' process

How to Electronically Serve E-Filed & Uploaded Documents Utilizing the eFiling Application

View My E-Service Cases



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Superior Court Clerk's Office

Welcome Penny Miller

Home E-Filing E-Service My Cases Sign Out

INSTRUCTIONS

Enter case number to view opted in persons

help

Please do not use your browser's 'Back' button

Adobe Get Reader

Opt-In View My E-Service Manage My E-Service

View E-Service Recipients

Case Number:
xx-x-xxxx-x or xxxxxxxxx
☐ Check this box if the case number is not 9 digits
Search

My E-Service Case(s)

Case Number	Case Title	Status	Courtesy Copy Recipients	
			Description	Email
09-2-41460-2	Lakeside Bowling vs Oak Flooring Co	Accepted E-Service	Paralegal	smith@law.com
10-2-00124-7	Big Bear Pub vs Budweiser Corp	Accepted E-Service		
10-2-00127-1	Sally Dore vs Underwater Diving School	Accepted E-Service	Legal Assistant Firm Service Associate	Joseph@millerlaw.com eservice@millerlaw.com Janet@millerlaw.com
10-2-00040-2	Patterson Contract vs Joe Public	Not Accepted E-Service		

- The **'My E-Service Case(s)'** table displays the status of the case(s) you have opted into and the information you entered
- If you completed the opt-in process by clicking the accept link in the e-mail sent, the **'Status'** column will display **'Accepted E-Service'**. If you have not yet clicked the link in the e-mail the status will display **'Not Accepted E-Service'** until such time that you click the e-mail link to accept or the case display will be removed if you select the link stating you do not wish to receive eService.

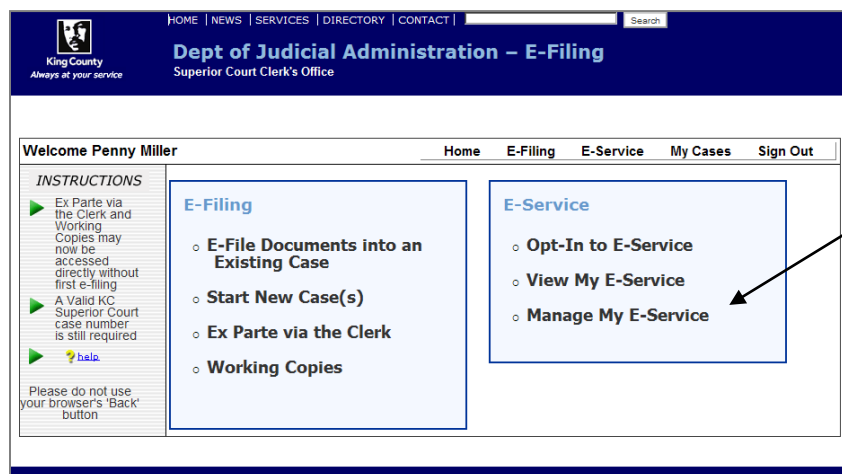
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Manage My E-Service

'Manage My E-Service' is the process enables you to modify your previously entered E-Service related information and to opt-out of acceptance of service on a case(s).

Choose E-Service Process

- From the 'Home' page click 'Manage My E-Service'
- Three sub-tabs will appear: 'Edit My E-Mail', 'Edit My E-Service' and 'Edit My Courtesy Copy Recipients'



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Superior Court Clerk's Office

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Home E-Filing E-Service My Cases Sign Out

INSTRUCTIONS

- ▶ Ex Parte via the Clerk and Working Copies may now be accessed directly without first e-filing
- ▶ A Valid KC Superior Court case number is still required
- ▶ [help](#)

Please do not use your browser's 'Back' button

E-Filing

- E-File Documents into an Existing Case
- Start New Case(s)
- Ex Parte via the Clerk
- Working Copies

E-Service

- Opt-In to E-Service
- View My E-Service
- Manage My E-Service

Edit My E-Mail

- 'Edit My E-Mail' allows you to change the primary E-Service e-mail address for one or more of the cases you have opted into
- Enter the new e-mail address and verify the address for accuracy
- Select all, one, or multiple cases to change the primary e-mail address to the new address entered
- Click 'Update E-Mail for Selected Cases'



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INSTRUCTIONS

- ▶ [help](#)

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Opt-In View My E-Service Manage My E-Service

Edit My E-Mail Edit My E-Service Edit my Courtesy Copy Recipients

Update Email Address

New Email Verify Email

Cases Registered

Update	Case Number	Case Title	Firm ID	Email Address Used	Party Description
<input type="checkbox"/> All					
<input checked="" type="checkbox"/>	09-2-41460-2	Lakeside Bowling vs Oak Flooring Co		penny.miller@millerlaw.com	Respondent/Defendant
<input checked="" type="checkbox"/>	10-2-00124-7	Big Bear Pub vs Budweiser Corp		penny.miller@millerlaw.com	Attorney for Petitioner/Plaintiff
<input checked="" type="checkbox"/>	10-2-00127-1	Sally Dore vs Underwater Diving School	DORES-612011	beth.taylor@kingcounty.gov	Attorney for Petitioner/Plaintiff
<input type="checkbox"/>	10-2-00040-2	Patterson Contract vs Joe Public		pmiller@millerlaw.com	Attorney for Respondent/Defendant

Update Email for Selected Cases

How to Electronically Serve E-Filed & Uploaded Documents Utilizing the eFiling Application



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Welcome Penny Miller Home E-Filing E-Service My Cases Sign Out

Opt-In View My E-Service Manage My E-Service

Edit My Email Edit My E-Service Edit my Courtesy Copy Recipients

Cases Registered

Case Number	Case Title	Firm ID	Current Association	Opt-out
09-2-41460-2	Lakeside Bowling vs Oak Flooring Co		Respondent/Defendant	<input type="checkbox"/>
10-2-00124-7	Big Bear Pub vs Budweiser Corp		Change To: --select--	<input type="checkbox"/>
10-2-00127-1	Sally Dore vs Underwater Diving School	DORES-612011	Attorney for Respondent/Defendant	<input type="checkbox"/>
10-2-00040-2	Patterson Contract vs Joe Public		Attorney for Respondent/Defendant	<input type="checkbox"/>

Update Association Opt-out of Selected

Edit My E-Service - Association

- To modify a previously entered association, click the down arrow in the '**Change Association**' filed next to the incorrect entry and choose the correct option
- Click '**Update Association**' to confirm the new association selected



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Superior Court Clerk's Office

Welcome Penny Miller Home E-Filing E-Service My Cases Sign Out

Opt-In View My E-Service Manage My E-Service

Edit My Email Edit My E-Service Edit my Courtesy Copy Recipients

Your information has been successfully updated.

Cases Registered

Case Number	Case Title	Firm ID	Current Association	Opt-out
09-2-41460-2	Lakeside Bowling vs Oak Flooring Co		Attorney for Respondent/Defendant	<input type="checkbox"/>
10-2-00124-7	Big Bear Pub vs Budweiser Corp		Attorney for Petitioner/Plaintiff	<input checked="" type="checkbox"/>
10-2-00127-1	Sally Dore vs Underwater Diving School	DORES-612011	Attorney for Petitioner/Plaintiff	<input type="checkbox"/>
10-2-00040-2	Patterson Contract vs Joe Public		Attorney for Respondent/Defendant	<input type="checkbox"/>

Update Association Opt-out of Selected

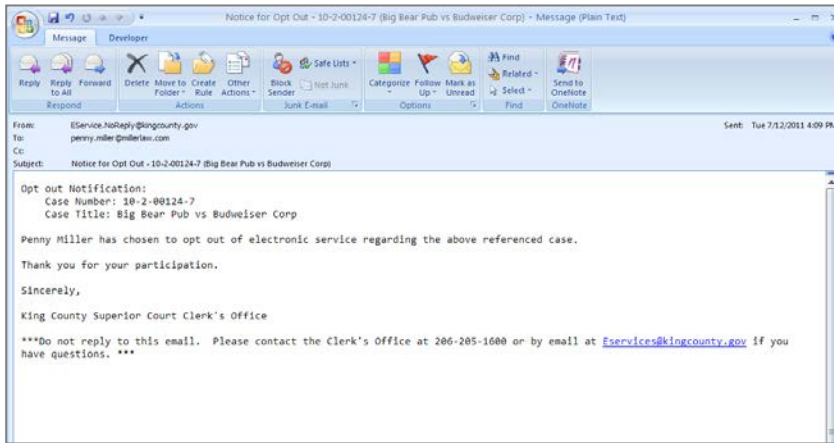
Edit My E-Service – Opting Out

- To '**Opt Out**' of a accepting E-Service on a case, select the check box for one, multiple or 'all' cases displayed
- Click '**Opt-Out of Selected**' to complete the opt-out of E-Service process
- To best manage your E-Service Cases Registered table, it is suggested that you opt-out of cases upon completion of the case
- Upon completing the 'Opt-out' process, the case will no longer appear on your E-Service Cases Registered table



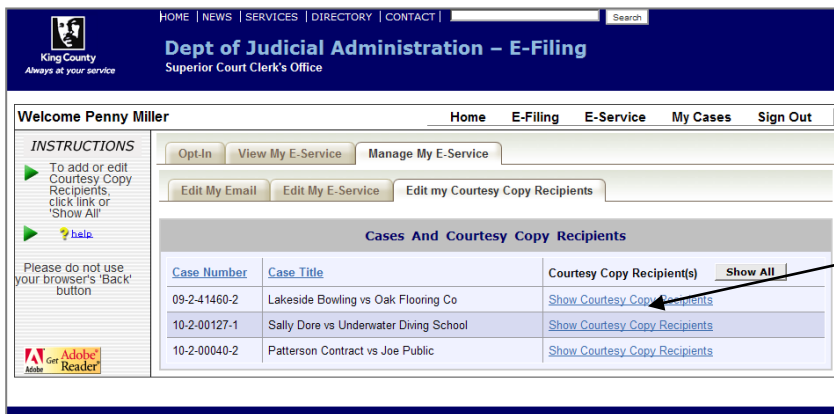
King County

How to Electronically Serve E-Filed & Uploaded Documents Utilizing the eFiling Application



Edit My E-Service – Opting Out

- You will receive an auto-generated e-mail upon opting out of E-Service for a case. This e-mail will also be sent to all other persons currently opted in to accept E-Service as a notification of your opted-out status



Edit My Courtesy Copy Recipients

- To view all previously entered courtesy copy recipients information for all opted into cases, click '**show all**', otherwise click the link for a specific case



Edit My Courtesy Copy Recipients

- From this sub-tab you may **add**, **edit**, and **delete** your courtesy copy recipients on a single case or on multiple cases
- To add a new courtesy copy recipient, click '**Add New**' and complete the information required



How to Electronically Serve E-Filed & Uploaded Documents Utilizing the eFiling Application

Welcome Penny Miller

Home E-Filing E-Service My Cases Sign Out

Opt-In View My E-Service Manage My E-Service

Edit My Email Edit My E-Service Edit my Courtesy Copy Recipients

Add New Courtesy Copy Recipient

Case Number: 09-2-41460-2
Case Title: Lakeside Bowling vs Oak Flooring Co
New Email: Verify Email: Description:

Edit Courtesy Copy Recipient Information

Old Email: New Email: Verify Email:
Description:

Cases And Courtesy Copy Recipients


Case Number	Case Title	Courtesy Copy Recipient(s)	Hide All															
09-2-41460-2	Lakeside Bowling vs Oak Flooring Co	<table border="1"><thead><tr><th>Description</th><th>Email</th><th>Action</th></tr></thead><tbody><tr><td>Paralegal</td><td>jsmith@law.com</td><td><input type="button" value="Edit"/> <input type="button" value="Delete"/></td></tr><tr><td colspan="3"><input type="button" value="Add New"/> <input type="button" value="Hide"/></td></tr></tbody></table>	Description	Email	Action	Paralegal	jsmith@law.com	<input type="button" value="Edit"/> <input type="button" value="Delete"/>	<input type="button" value="Add New"/> <input type="button" value="Hide"/>									
Description	Email	Action																
Paralegal	jsmith@law.com	<input type="button" value="Edit"/> <input type="button" value="Delete"/>																
<input type="button" value="Add New"/> <input type="button" value="Hide"/>																		
10-2-00127-1	Sally Dore vs Underwater Diving School	<table border="1"><thead><tr><th>Description</th><th>Email</th><th>Action</th></tr></thead><tbody><tr><td>Legal Assistant</td><td>Joseph@millerlaw.com</td><td><input type="button" value="Edit"/> <input type="button" value="Delete"/></td></tr><tr><td>Firm Service</td><td>eService@millerlaw.com</td><td><input type="button" value="Edit"/> <input type="button" value="Delete"/></td></tr><tr><td>Associate</td><td>Janet@millerlaw.com</td><td><input type="button" value="Edit"/> <input type="button" value="Delete"/></td></tr><tr><td colspan="3"><input type="button" value="Add New"/> <input type="button" value="Hide"/></td></tr></tbody></table>	Description	Email	Action	Legal Assistant	Joseph@millerlaw.com	<input type="button" value="Edit"/> <input type="button" value="Delete"/>	Firm Service	eService@millerlaw.com	<input type="button" value="Edit"/> <input type="button" value="Delete"/>	Associate	Janet@millerlaw.com	<input type="button" value="Edit"/> <input type="button" value="Delete"/>	<input type="button" value="Add New"/> <input type="button" value="Hide"/>			
Description	Email	Action																
Legal Assistant	Joseph@millerlaw.com	<input type="button" value="Edit"/> <input type="button" value="Delete"/>																
Firm Service	eService@millerlaw.com	<input type="button" value="Edit"/> <input type="button" value="Delete"/>																
Associate	Janet@millerlaw.com	<input type="button" value="Edit"/> <input type="button" value="Delete"/>																
<input type="button" value="Add New"/> <input type="button" value="Hide"/>																		

- You are provided with the option to add the new courtesy copy recipient to the selected case or to all your opted into cases – click the desired button
- The new courtesy copy recipient will be displayed
- The new courtesy copy recipient will receive an auto-generated e-mail verifying agreement to receive E-Service. The set-up process will not be complete until the link in the e-mail sent is clicked.
- To modify your courtesy copy recipient information click 'Edit' by the recipient needing updating and enter new information in the fields provided

How to Electronically Serve E-Filed & Uploaded Documents Utilizing the eFiling Application

E-Serve Your E-Filed Document(s)

'E-Serve Documents' is the eFiling application process that facilitates the electronic service of documents, which have been e-filed with the King County Superior Clerk, to persons that previously elected to opt-in to accept e-served documents. You may upload additional documents to be served with your selected e-filed documents. **Please note: documents uploaded through the eService component are not also e-filed.**



Thank you. Your document(s) has been received by the Clerk.

Click here to submit your Working Copies electronically

Click here to submit documents to Ex Parte via the Clerk

Click here to E-Serve the documents you just e-filed

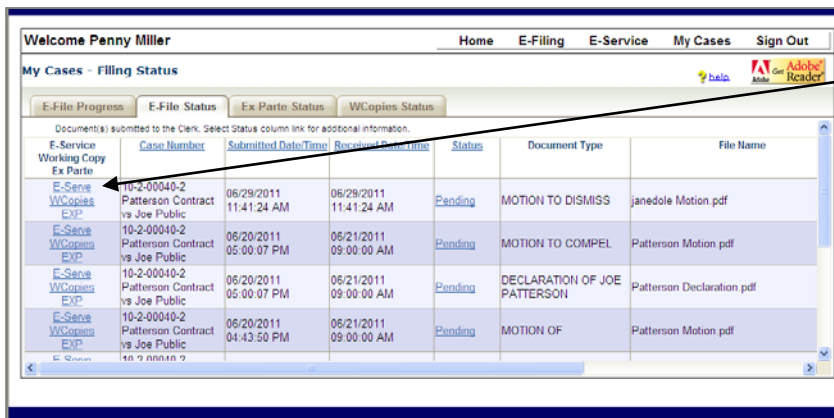
Confirmation Receipt

Case Number:	10-2-00040-2	Case Designation:	KNT
Case Title:	Patterson Contract vs Joe Public		
Filed By:	Penny Miller	Submitted Date/Time:	6/29/2011 11:41:24 AM
		Received Date/Time:	6/29/2011 11:41:24 AM
User ID:	pmiller	WSBA #:	4523
Document Type	File Name	Attachment(s)	Cost
MOTION TO DISMISS	janedole Motion.pdf		0.00

Save Confirmation Receipt Printer Friendly Version

E-Serving E-Filed Document(s)

- Document(s) e-filed into an existing case may be e-served from the 'Confirmation Receipt' page by clicking 'E-Serve Documents'




My Cases - Filing Status

Document(s) submitted to the Clerk. Select Status column link for additional information.

	Case Number	Submitted Date/Time	Received Date/Time	Status	Document Type	File Name
E-Serve Working Copy Ex Parte	10-2-00040-2	06/29/2011 11:41:24 AM	06/29/2011 11:41:24 AM	Pending	MOTION TO DISMISS	janedole Motion.pdf
E-Serve WCopies EXP	10-2-00040-2	06/20/2011 05:00:07 PM	06/21/2011 09:00:00 AM	Pending	MOTION TO COMPEL	Patterson Motion.pdf
E-Serve WCopies EXP	10-2-00040-2	06/20/2011 05:00:07 PM	06/21/2011 09:00:00 AM	Pending	DECLARATION OF JOE PATTERSON	Patterson Declaration.pdf
E-Serve WCopies EXP	10-2-00040-2	06/20/2011 04:43:50 PM	06/21/2011 09:00:00 AM	Pending	MOTION OF	Patterson Motion.pdf

- Or, by clicking the 'E-Service' link from the 'My Cases > Status' page

How to Electronically Serve E-Filed & Uploaded Documents Utilizing the eFiling Application



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Superior Court Clerk's Office

Welcome Billie Johnson Home E-Filing E-Service My Cases Sign Out

E-Serve Documents

INSTRUCTIONS

- Click Upload to also e-serve a previously filed case document
- Select the document(s) to E-Serve
- Select the case opted in name(s) to receive the E-Service
- help

Please do not use your browser's 'Back' button

start over

Adobe Reader

Documents To E-Serve

Case Number: 02-2-99999-9
Case Title: TEST 1234

Select Documents To E-Serve

E-Filed Document
☐ MOTION TO CONTINUE

Select Parties To E-Serve

Select	Name	Association To Case
<input type="checkbox"/>	test Tester	Other Involved Party
<input type="checkbox"/>	Becky Rogers	Respondent/Defendant
<input type="checkbox"/>	Kristen Mosebar	Respondent/Defendant
<input type="checkbox"/>	Adria Clark	Attorney for Personal Representative
<input type="checkbox"/>	Kathy Weitz	Petitioner/Plaintiff

Upload Additional Documents to E-Serve E-Serve Selected Documents

E-Serving Your Document(s)

- To add other documents to include in your service, click **“Upload Additional Documents to E-Serve”**. The documents will not be e-filed, they are uploaded for service only.
- Or, to continue without uploading additional documents, select the e-filed *Document(s)* and *Parties* you wish to electronically serve and click **‘E-Serve Selected Documents’**



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E-Serve Documents

INSTRUCTIONS

- Documents uploaded here are for E-Service purposes only
- Enter a brief description of the document to be E-Served
- Browse to find and upload the previously filed case document
- help

Please do not use your browser's 'Back' button

start over

Adobe Reader

Document File

Document Description: Init of Service - Henry Black 07-13

Document File Name: L:\ADMIN\Efiling Test File Browse OK Cancel

Only PDF and TIFF Files. Files cannot exceed 5 MB

Uploading Documents for Service

- Fill in the **“Document Description”** field. This information will display on the eService e-mail and Certificate of Service document created.
- Click **“Browse”** to search for the document file you would like to include in your service. Click **“OK”** to upload the file.



King County

How to Electronically Serve E-Filed & Uploaded Documents Utilizing the eFiling Application

Documents To E-Serve

Case Number: 02-2-99999-9
Case Title: TEST 1234

Select Documents To E-Serve

E-Filed Document

☒ MOTION TO CONTINUE

Uploaded Document

Order requiring six month review January 2013 [Delete](#)

Affidavit of Service - Henry Black 07-13 [Delete](#)

Select Parties To E-Serve

Select	Name	Association To Case
<input type="checkbox"/>	test Tester	Other Involved Party
<input type="checkbox"/>	Becky Rogers	Respondent/Defendant
<input type="checkbox"/>	Kristen Mosebar	Respondent/Defendant
<input checked="" type="checkbox"/>	Brot Teig	Attorney for Trustee
<input checked="" type="checkbox"/>	Adria Clark	Attorney for Personal Representative
<input type="checkbox"/>	Kathy Weitz	Petitioner/Plaintiff

[Upload Additional Documents to E-Serve](#) [E-Serve Selected Documents](#)

Documents to E-Service

- Upload additional documents as desired. Click on the links of the uploaded documents to verify the correct documents uploaded.
- Select the e-filed *Document(s)* and *Parties* you wish to electronically serve and click '**E-Serve Selected Documents**'
- The screen will refresh and an '**E-Service Confirmation**' page will display

E-Service Confirmation

Case Number: 02-2-99999-9
Case Title: TEST 1234
E-Service Date: 8/5/2013 1:11:12 PM
E-Served By: Billie Johnson

Documents Selected To E-Serve

E-Filed Document(s)	Filed Date
MOTION TO CONTINUE	8/5/2013 12:58:38 PM

Additional Document(s)

Order requiring six month review January 2013	Document uploaded to E-Service
Affidavit of Service - Henry Black 07-13	Document uploaded to E-Service

Parties E-Served

Name	Association To Case
Adria Clark	Attorney for Personal Representative
Billie Johnson	Trustee
Brot Teig	Attorney for Trustee

[Confirmation of E-Service](#) [E-File Certificate of E-Service](#)

- Click '**Confirmation of E-Service**' to print or save an application generated '**Certificate of Electronic Service**' document
- Click '**E-File Certificate of E-Service**' to proceed to e-file the document into the case.
- Please Note: Once you leave the 'E-Service Confirmation' screen you cannot re-access the 'Certificate of Electronic Service' pdf document unless you save it to your computer or select to e-file the document



How to Electronically Serve E-Filed & Uploaded Documents Utilizing the eFiling Application

SUPERIOR COURT OF THE STATE OF WASHINGTON IN AND FOR
THE COUNTY OF KING

TEST 1234

Case No.: 02-2-99999-9 KNT
CERTIFICATE OF E-SERVICE
(AFSR)

I, Billie Johnson, certify that I initiated electronic service of the following document(s) on the parties listed below who have consented to accept electronic service via the King County eFiling Application. Service was initiated on August 05, 2013 at 01:11:12 PM.

Document(s):

1. MOTION TO CONTINUE
2. Order requiring six month review January 2013
3. Affidavit of Service - Henry Black 07-13

Parties:

1. Adria Clark, Attorney for Personal Representative
email: adria.clark@kingcounty.gov
2. Billie Johnson, Trustee
email: billie.johnson123@gmail.com
3. Brot Teig, Attorney for Trustee
email: kuno.holriegel@kingcounty.gov

Executed this 5th day of August, 2013.

s/ Billie Johnson
WSBA #: 28123
1500 1st Ave Suite 2545
Seattle, WA 98104
206 522-5454
billie.johnson123@gmail.com

CERTIFICATE OF E-SERVICE - 1

Welcome Billie Johnson

Home E-Filing E-Service My Cases Sign Out

INSTRUCTIONS

To add additional or remove document click 'Previous'

haha

Please do not use your browser's 'Back' button

start over

STATUS

Case Number: 02-2-99999-9
Case Title: TEST 1234
Document Description: AFFIDAVIT/DECLARATION OF SERVICE
File Name: Certificate.pdf

E-File Documents into an Existing Case

Progress: 4 5

Please review before proceeding

Summary

Case Number: 02-2-99999-9 Case Designation: KNT

Case Title: TEST 1234

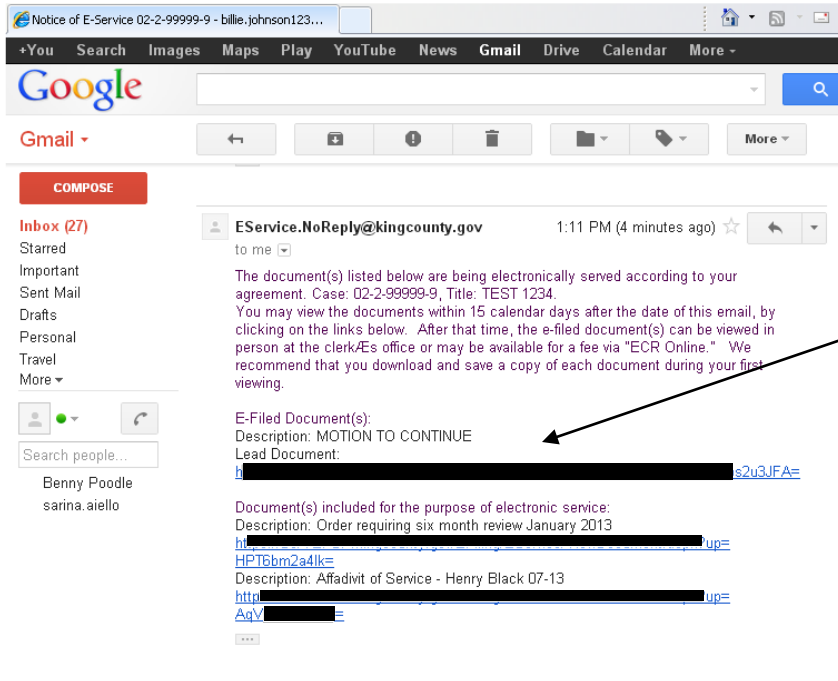
User Name: Billie Johnson

Document Type	File Name	Attachment(s)	Cost
AFFIDAVIT/DECLARATION OF SERVICE	Certificate.pdf		0.00

E-Filing does not automatically submit working copies to the court. If this filing requires working copies, you may submit them electronically by selecting the "Working Copies" button after clicking "E-File Now."

Previous Cancel E-File Now

How to Electronically Serve E-Filed & Uploaded Documents Utilizing the eFiling Application



E-Served Documents

- E-Service recipients will receive the documents served on them via an e-mail with a link to the served document in a pdf format
- The document link(s) will be active for 15 days following service
- Recipients may click to link(s) to view and save the served documents